March 14, 2008

GENERAL LETTER NO. 9-E-AP-5

ISSUED BY: Bureau of Collections, Division of Child Support, Case Management, and
Refugee Services

SUBJECT: Employees' Manual, Title 9, Chapter E, Appendix, *CASE SETUP APPENDIX*,
pages 7 and 8, revised.

Summary

This chapter is revised to correct the "Distribution" instructions on the following forms:

♦   470-2681, *Case Status Report (Payor)*

♦   470-2682, *Case Status Report (Payee)*

Effective Date

Immediately.

Material Superseded

Remove the following pages from Employees' Manual, Title 9, Chapter E, Appendix, and
destroy them:

Page	Date
7, 8	February 22, 2008

Additional Information

Refer questions about this general letter to your regional collections administrator.

Iowa Department of Human Services   **Case Status Report (Payor)**
Title 9 Child Support Administration and Location   **470-2681**
Chapter E Case Setup Appendix   Revised March 14, 2008

470-2681, Case Status Report (Payor)

Purpose	Form 470-2681 is used to inform the payor as to the status of the case and to obtain up to date information from the payor.
Source	ICAR automatically generates this form when a "Y" is entered in the GEN STATUS field on the PAYOR screen.
Distribution	The copy goes to the payor's last known verified address.
Data	ICAR requires you to enter a narrative explaining the current status of the case.

[470-2682, Case Status Report (Payee)](#)

Purpose   Form 470-2682 is used to inform the payee as to the status of the case
                            and to obtain up to date information from the payee.

Source   ICAR automatically generates this form when a "Y" is entered in the
                            GEN STATUS field on the PAYEE screen.

| Distribution   The copy goes to the payee's last known verified address.

Data   ICAR requires you to enter a narrative explaining the current status of
                            the case.